

# PARISH POLLING PLACE ACCESSIBILITY CHECKLIST

(PLEASE COMPLETE ONE FORM FOR EACH POLLING PLACE NOT PRECINCT) (REVISED 11/2007)

PARISH: \_\_\_\_\_ WARD/PRECINCT(S): \_\_\_\_\_

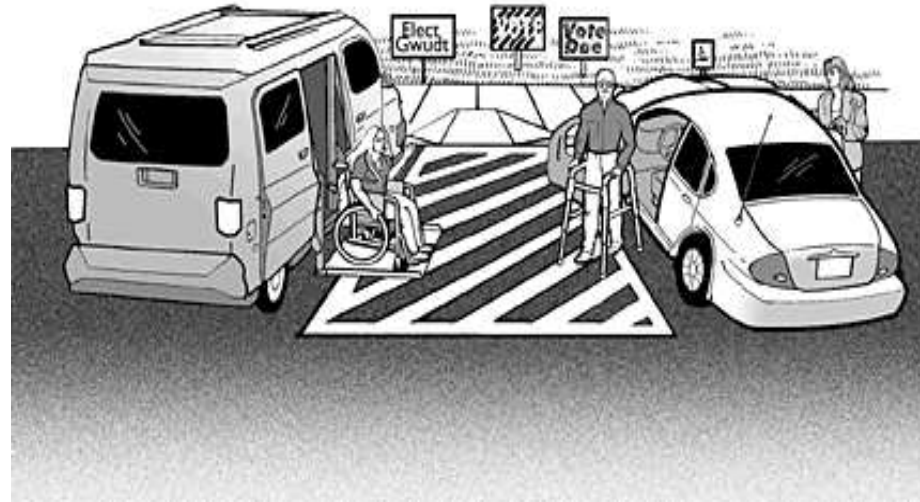
POLLING PLACE NAME: \_\_\_\_\_

POLLING PLACE ADDRESS: \_\_\_\_\_

ACCESSIBLE: YES \_\_\_\_ NO \_\_\_\_ (IF TEMPORARY SOLUTIONS ARE IN PLACE FOR ELECTION DAY)

## PARKING

TOTAL SPACES FOR POLLING PLACE	REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES
1 – 25	1 van accessible space w/ minimum 96 inch wide access aisle
26 – 50	1 space w/ minimum 60 inch wide access aisle + 1 van accessible space w/minimum 96 inch wide access aisle
51 – 75	2 space w/ minimum 60 inch wide access aisle + 1 van accessible space w/minimum 96 inch wide access aisle
76 – 100	3 space w/ minimum 60 inch wide access aisle + 1 van accessible space w/minimum 96 inch wide access aisle
101 – 150	4 space w/ minimum 60 inch wide access aisle + 1 van accessible space w/minimum 96 inch wide access aisle
151 – 200	5 space w/ minimum 60 inch wide access aisle + 1 van accessible space w/minimum 96 inch wide access aisle



Van-accessible parking spaces serve both cars and vans. A wide access aisle is needed so a wheelchair lift may be lowered from a van onto a level surface. (If the access aisle is not marked off, two orange cones (minimum of 12" high) can be placed at the entrance to the parking place to mark off the access aisle on Election Day. Election poll workers would have to be notified to place the orange cones out on Election Day.) The access aisle surface must be either made of cement, concrete or blacktop. A temporary mat on Election Day for the access aisle if the access aisle is made of gravel, limestone, grass, or dirt all the way to a concrete sidewalk or to the entrance to the polling place.

1. Are the minimum # of handicapped parking spaces provided, based on the total number of parking spaces? If **NO** parking lot, go to #2. YES NO (Circle One)

Total # of Parking Spaces for Polling Place \_\_\_\_\_

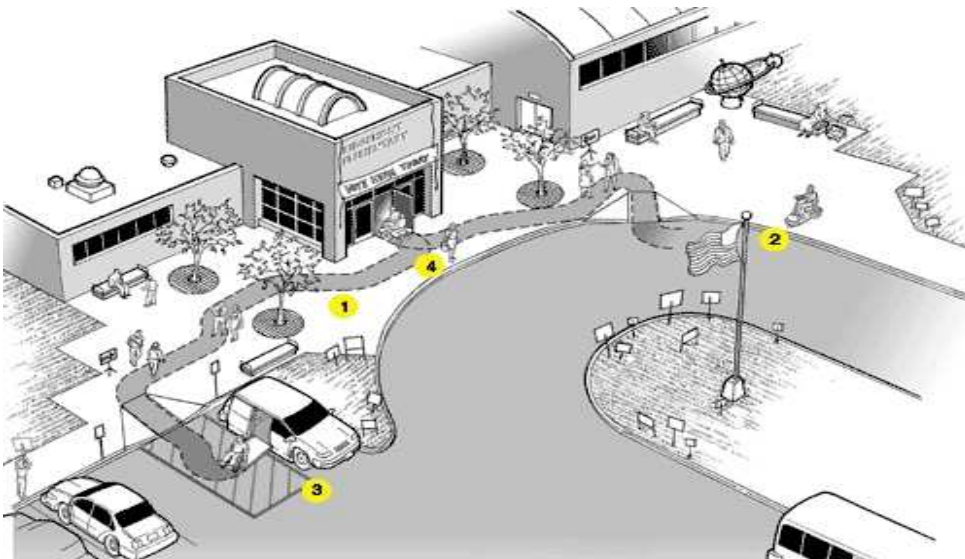
Total # of Permanent Van Accessible (96" Wide) \_\_\_\_\_ Total # Permanent Accessible (60" Wide) \_\_\_\_\_

If there is **NO** van accessible handicap space, designate extra footage for landing area to make a space van accessible. (You may either mark the space off with blue stripping or use two cones which would be placed out on Election Day to mark off the space for the landing area.)

Total # of Cones to be Used on Election Day to mark off van accessible landing area \_\_\_\_\_

- |   |                                 |
|---|---------------------------------|
| 2. If there is <b>NO</b> parking lot available for voters, is there at least one parking spot on the street designated or will be designated as the handicap accessible parking space for Election Day?<br>(Mark N/A if the response to #1 above is <b>YES</b> .) # designated as van accessible handicap _____<br># that will be designated as van accessible handicap parking on Election Day _____ | <b>YES</b> <b>NO</b> <b>N/A</b> |
| 3. Are all accessible parking spaces, including the access aisle, relatively level?   | <b>YES</b> <b>NO</b>            |
| 4. If the answer to 3 above is <b>NO</b> , is there another location at the facility nearby that could serve as an accessible parking space which is level with an accessible route to the accessible entrance to the voting area? (Mark N/A if the response to 3 above is <b>YES</b> .)  | <b>YES</b> <b>NO</b> <b>N/A</b> |
| 5. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space?   | <b>YES</b> <b>NO</b>            |
| 6. If the answer to 5 above is <b>NO</b> , can a temporary sign be placed for Election Day?<br>(Mark N/A if the response to 5 above is <b>YES</b> .)  | <b>YES</b> <b>NO</b> <b>N/A</b> |

## TRAVEL TO THE VOTING SITE



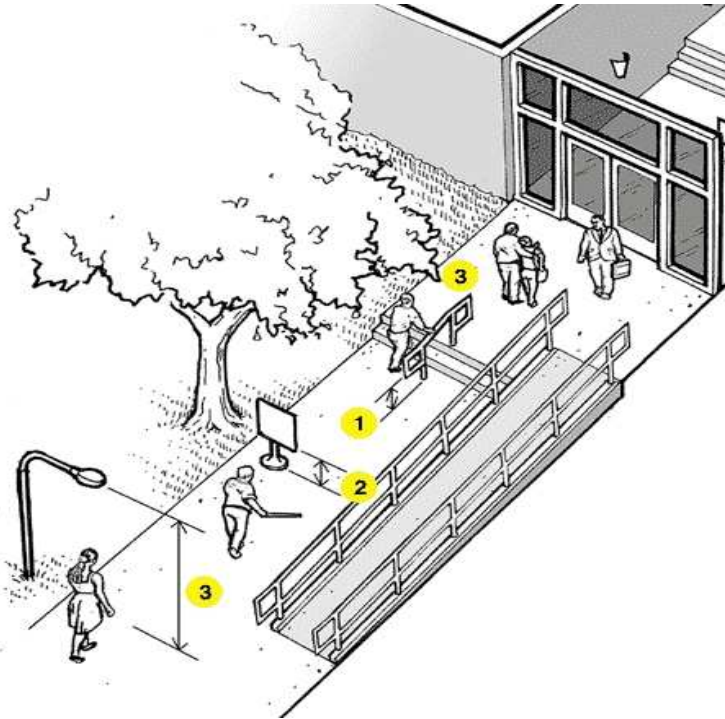
### Notes:

1. Accessible route.
2. Accessible drop-off area.
3. Accessible parking with van accessible parking space.
4. Accessible entrance to polling place.

**An accessible entrance to a polling place with accessible parking and an accessible drop-off area.**

7. Accessible route from the parking area to the entrance to the voting site:

- a. Are there curb cuts to access any sidewalks? (Use N/A if the parking place has **NO** step up to get onto the sidewalk or is a flat parking lot to the entrance to the polling place.) YES NO N/A
- b. Is the surface of the path accessible: made of cement, concrete, or other hard surface that is smooth enough for a person using a wheelchair to pass over easily? If the answer is **NO**, describe the surface of the accessible path (i.e. gravel, dirt, limestone, etc.): \_\_\_\_\_
- c. If the answer to b above is **NO**, is there a temporary mat which will be placed on Election Day to make the path accessible. What type of mat will be used? (Use N/A if **NO** temporary mat will be used on Election Day.) YES NO N/A



**Notes:**

1. The bottom of the handrail extensions turn down so a person who is blind or has low vision can detect the hazard before running into it.
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
3. Objects that overhang the pedestrian route must be at least 80 inches above the route.

**Common objects along pedestrian routes to a polling place that can be hazards to people who are blind or have low vision.**

d. Is there a clear path of travel? (Path should be free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway.) If **NO**, what will be done before Election Day to make the path of travel clear? \_\_\_\_\_

**YES NO**

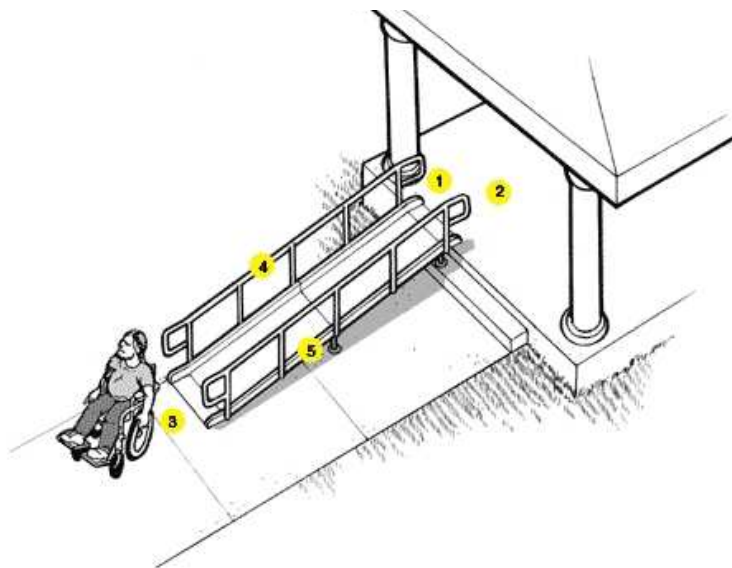
e. Are all tree branches and other objects that extend into the walkway higher than 80 inches? (If **NO**, what will be done before Election Day to clear the path of travel? \_\_\_\_\_)

**YES NO N/A**

8. Is there an accessible route from public sidewalks or transportation stops to the voting site? (Use N/A if there are no public sidewalks or transportation stops.) (If **NO**, what will be done before Election Day to make the route accessible?) \_\_\_\_\_

**YES NO N/A**

## ACCESSIBLE ENTRANCE



### Notes:

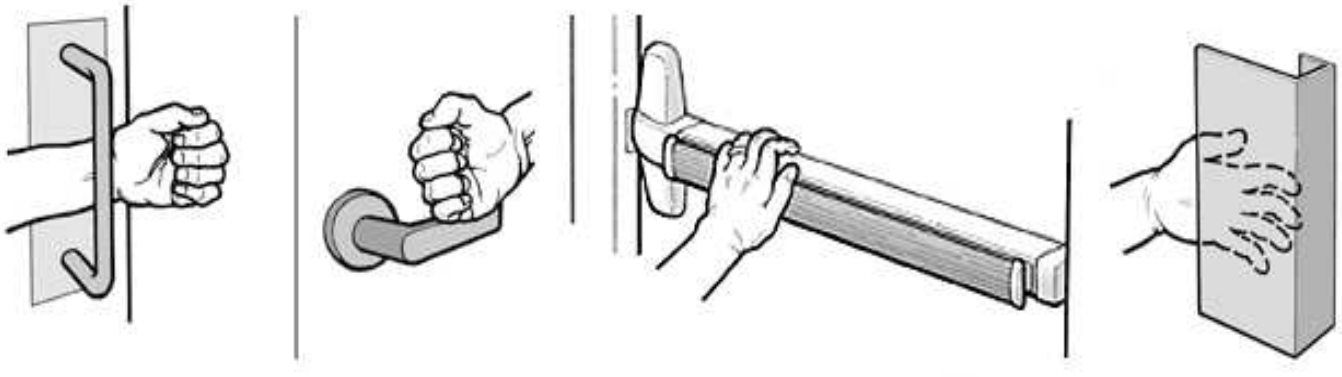
1. At least 36 inches between handrails.
2. Top landing part of walk.
3. Bottom landing part of walk.
4. Handrail height 34 to 38 inches.
5. Edge protection.

## Accessible Ramp Features

- |   |            |           |            |
|---|------------|-----------|------------|
| 9. Is the main entrance used as the accessible entrance?  | <b>YES</b> | <b>NO</b> |            |
| 10. If the answer to 9 is <b>YES</b> , is it clearly marked on Election Day?<br>(The Secretary of State's Office has a sign in the precinct supply package to show where the accessible entrance is. The poll worker must draw an arrow on the sign to show the direction to the accessible entrance. If additional signs are needed, they should be requested before an Election.) | <b>YES</b> | <b>NO</b> |            |
| 11. If the answer to 9 is <b>NO</b> , is there an alternative accessible location? (Mark N/A if the answers to 9 and 10 are <b>YES</b> .)   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 12. Is there a ramp that can be safely used by a person with a disability to access the facility?<br>If <b>NO</b> , skip (a) through (g) below:   | <b>YES</b> | <b>NO</b> |            |
| a. How long is the ramp? _____  |            |           |            |
| b. How high is the ramp at the bottom landing part of walk? _____ At the top<br>landing part of walk? _____   |            |           |            |
| c. If the rise of the ramp is more than 1:12 (1 inch of rise for every 12 inches of length), are there handrails?   | <b>YES</b> | <b>NO</b> |            |
| d. If there are handrails, are they 34 to 38 inches high?   | <b>YES</b> | <b>NO</b> |            |
| e. If there are handrails, is there a second handrail or edge protection to stop a wheelchair from falling off the side?  | <b>YES</b> | <b>NO</b> |            |
| f. Is there a level landing that is at least 60 inches by 60 inches at the top and bottom and where the ramp changes direction? (Mark N/A if the ramp does not change directions.)  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| g. Will a temporary ramp and/or handrails be used at the polling place on Election Day?   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |

### **Accessible Doorways**

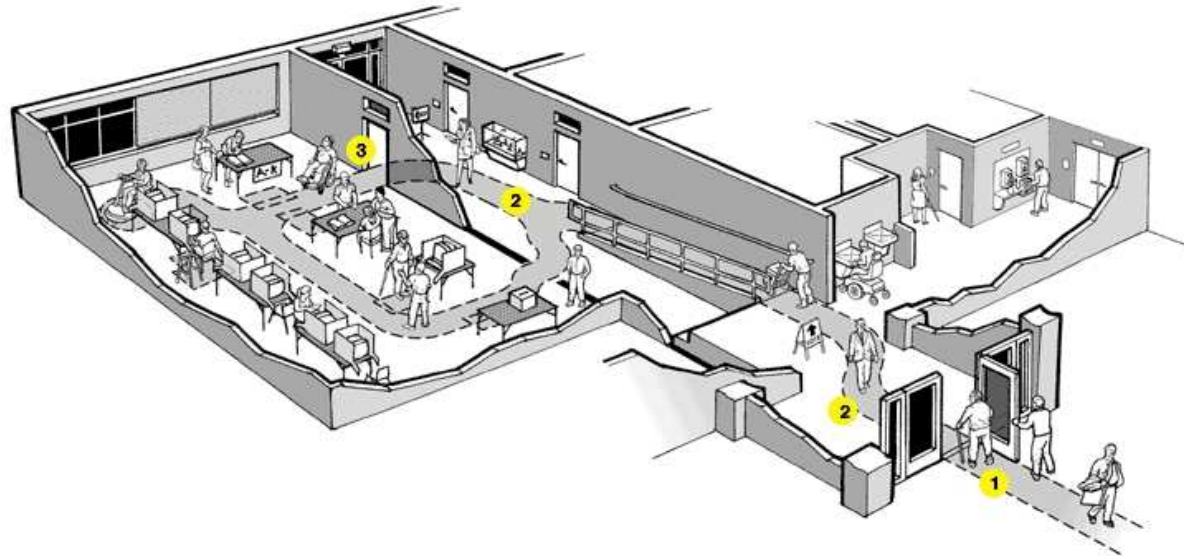
- |   |            |           |            |
|---|------------|-----------|------------|
| 13. Is the outside door opening at least 32 inches wide? (Use N/A if there is <b>NO</b> door.)  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 14. If the answer to 13 above is <b>NO</b> , can temporary door hinges be used on Election Day to make the door wide enough?                                  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 15. If there is a raised threshold, is it less than 3/4 inch in height at the outside door and beveled on both sides? (Use N/A if there is a flat threshold.) | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 16. If the answer to 15 above is <b>NO</b> , is a temporary threshold ramp to be used on Election Day? (Use N/A if no temporary threshold ramp is needed.)    | <b>YES</b> | <b>NO</b> | <b>N/A</b> |



**Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.**

- |  |            |           |            |
|--|------------|-----------|------------|
| 17. Is the outside door hardware usable with one hand, without tight grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (Use N/A if there is no outside door hardware or the door is propped open.) | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 18. If answer to 17 is <b>NO</b> , can the outside door be propped open on Election Day to aid individuals with disabilities? (The poll worker must be notified that the outside door needs to be propped open on Election Day.)   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 19. If answers to 17 and 18 are <b>NO</b> , can a temporary door handle be placed on the door on Election Day?   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 20. Is the outside door able to be opened without excessive effort? (Less than 5 pounds of force required) (Use N/A if there is no door.)  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 21. If answer to 20 is <b>NO</b> , can the door be propped open on Election Day to aid individuals with disabilities? (Poll worker must be notified if door needs to be propped open on Election Day.)   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 22. If answers to 20 and 21 are <b>NO</b> , can a temporary door handle be placed on the door on Election Day? (Use N/A if the answers to 20 and 21 are <b>YES</b> or N/A.)  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |

## INTERIOR CIRCULATION



### Notes:

**Interior of a polling place showing the accessible route from the accessible entrance to the voting area.**

- 1. Accessible entrance
- 2. Accessible route connects the accessible entrance with the voting area.
- 3. Accessible door to the voting area

- |  |     |    |     |
|--|-----|----|-----|
| 23. Is the route to the check-in table and voting systems at least 32 inches wide?   | YES | NO |     |
| 24. If the answer to 23 above is <b>NO</b> , if the inside door(s) is propped open on Election Day, will the opening be at least 32 inches wide? | YES | NO | N/A |
| 25. If the answers to 23 and 24 above are <b>NO</b> , can temporary door hinges to be used on Election Day to make the door wide enough?         | YES | NO | N/A |



- |  |            |           |            |
|--|------------|-----------|------------|
| 26. If there is a raised threshold, is it less than 3/4 inch in height at the interior door and beveled on both sides?<br>(Use N/A if there is a flat threshold.)  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 27. If the answer to 26 is <b>NO</b> , is there a temporary threshold ramp that can be installed on Election Day?  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 28. Is the interior door hardware usable with one hand, without tight grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (Use N/A if there is no interior door hardware or the door is propped open.) | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 29. Is the interior door able to be opened without excessive effort? (Less than 5 pounds of force required) (Use N/A if there is no door.)   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 30. If answers to 28 or 29 are <b>NO</b> , can the interior door be propped open on Election Day to aid individuals with disabilities? (The poll worker must be notified that the interior door(s) needs to be propped open on Election Day.)  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 31. If answers to 28 and 29 are <b>NO</b> , can a temporary door handle be placed on the door on Election Day?   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 32. Is there a clear path of travel – – free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the walkway?  | <b>YES</b> | <b>NO</b> |            |

**If there are any questions, contact the Secretary of State's Office (1-800-883-2805).**

**I HEREBY CERTIFY THAT THE ABOVE-MENTIONED SURVEY WAS COMPLETED TO THE BEST OF MY KNOWLEDGE. WHERE TEMPORARY SOLUTIONS WILL BE USED ON ELECTION DAY, I HAVE MARKED THE SURVEY.**

**PRINTED NAME OF SURVEYOR:** \_\_\_\_\_

**TITLE OF SURVEYOR:** \_\_\_\_\_

**SURVEYOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SURVEYOR'S EMAIL ADDRESS:** \_\_\_\_\_

**SURVEYOR'S TELEPHONE NUMBER:** \_\_\_\_\_